

**SAME HEADER AS RESUME**

Sample Entry Level Customer Service Cover Letter

July 30, 2013

Richard Joe  
Section Manager  
ActiveNetwork  
14 South Street  
Draper, UT 69258

Dear Mr. Joe:

I would like to submit my resume as application for the position of Customer Service Representative at ActiveNetwork, as advertised in the March 14th issue of the Utah Journal. I personally use a number of your products and became very familiar with your business, accuracy and reliability.

According to the requirements stated in your job description, I have the following skills and abilities which distinguish me for your Customer Service Representative position:

- ▶ Highly skilled in handling walk-in customers, incoming calls and email support requests
- ▶ Proven ability to rectify problems and answer general questions
- ▶ In-depth knowledge of educating and explaining product features and functionality to customers

As a fresh and enthusiastic candidate ~~with~~ full of energy and potential, I would appreciate the opportunity to discuss how my education and knowledge are consistent with your job specific requirements. I will contact you within one week to find out the possibility of arranging an interview. In the meantime, I can be reached at [Contact #] or [Email Address]

Thank you for your time and consideration.

Sincerely,

(Signature)

Enclosed: Resume